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Approved For Release 2001/07/28 : CIA-RDP78-03991A000500030032-8

TO : Director of Logistics

MAR 10 1955

FROM : Chief, Printing & Reproduction Division

SUBJECT: Weekly Activity Report

1. GENERAL

a. Plant Operation (continued item) -- Overtime worked in the Photographic Branch last week achieved some relief in the backlog, but a large intake of photographic jobs during the week will necessitate another large compliment this coming Saturday. The Bindery Section will also work this Saturday because of backlog.

3. PROJECTS

a. Renovation of Space for Motion Picture Facilities (continued item) -- This project is in final stages of completion. A few items such as making darkroom doors light tight and re-installing fire detection system wires remain to be completed. Wiring and installation of equipment is now in progress.

Re the transformer room -- electricians have commenced their phase of the work. Their contract calls for a 30 day completion limit. Since actual work on the transformer room has not begun they may be stymied however. A follow-up will be made to ascertain, if possible, the date work will commence on the room.

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b. New Badge for Visitors (continued item) -- These badges have been given to [REDACTED] OL/Security, for cutting and covering.

3. OTHER ITEMS OF INTEREST

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a. [REDACTED] Materials (continued item) -- The [REDACTED] leaflet is now in the printing stage of production. Printing should be completed by 15 March 1955 and the delivery date of 21 March 1955 should easily be achieved.

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b. Rush Work (continued item) -- NIE 65-55, mentioned last week, was not completed on schedule. The last minute receipt of 3 colored maps did not allow time for printing the colors and consequently the report was late.

Military Personnel requested expeditious service on PHS of two Naval Officers being brought into the Agency. These papers were taken from a batch, photostated, and placed in delivery within 30 minutes.

OCI has sent two 5 color charts to be photographed, plates made, and printed between 1400 Tuesday and 1600 Wednesday. This requirement was met on schedule.

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[REDACTED] Comptroller's Office, requested overnight service on some colored charts for budget presentation to Congress. He requested overtime be used to complete this request on time. By special handling, P&RD was able to complete this request on schedule without overtime.

c. Paper Coloring Facilities (continued item) -- This problem is still being reviewed and coordinated with DD/P personnel. Requirements may yet justify the procurement of these facilities for use in our own shop.

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d. NEA Support (new and complete) -- NEA has requested the loan of a Model E Recordak Camera for a period of 60 to 90 days. Supply at [REDACTED] was unable to meet this request so P&RD has arranged to make the loan. NEA proposes to send the camera and an operator to a field station to microfilm material on a single time basis. NEA has been advised that the camera will be made available when requested.

e. ORR Support (new and complete) -- During the week 20 cartographers, from the Cartographic Division, ORR, were indoctrinated with P&RD methods and procedures. Special emphasis was placed on map printing.

4. SPECIAL PROBLEMS

a. None.

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